

## Shams, Dahnish

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**From:** Jones, Samantha  
**Sent:** Thursday, October 20, 2016 1:41 PM  
**To:** Shams, Dahnish  
**Subject:** FW: Request for Meeting  
**Attachments:** Attachment Stakeholder Form.pdf

Samantha J. Jones, Ph.D  
Acting Associate Director for Health, ORD/NCEA  
Phone: (703) 347-8580

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**From:** Ross, Christine  
**Sent:** Thursday, October 20, 2016 12:59 PM  
**To:** Robinan Gentry  
**Cc:** Ken Mundt ; Cogliano, Vincent ; Perovich, Gina ; Kraft, Andrew ; Birchfield, Norman ; Bussard, David ; Jones, Samantha ; Glenn, Barbara  
**Subject:** Request for Meeting

Dear Dr. Gentry:

Thank you for your interest in EPA's Integrated Risk Information System (IRIS) Program. I have received your request for a meeting with members of the IRIS Program and other members of EPA to discuss the recent work you have been conducting for formaldehyde. Hopefully, I will be able to schedule this meeting on one of the dates you requested. I will be back in touch with you soon.

In the spirit of transparency, the IRIS Program maintains a calendar on its public website that includes information about meetings with stakeholders. These entries list the date and subject of the meeting, a list of attendees, and any meeting materials that were provided to the IRIS Program in advance of, during, or after the meeting. Once scheduled, your requested meeting will be added to this calendar.

Please complete the attached form and return it to me in five (5) business days.

1. Include the name, affiliation, and sponsoring organization for every individual who will attend the meeting. Additionally, indicate whether each person will attend in person or by teleconference.
2. Identify a few key words that will help us categorize your meeting. For example, if you want to discuss modeling studies that are relevant to the IRIS assessment of formaldehyde, include the key words: IRIS, formaldehyde, and modeling.
3. This form will be distributed at the beginning of the meeting and individuals attending in person will be asked to initial next to their name. For individuals attending by phone, the IRIS Program will conduct a roll call.

Thank you again for your interest in the IRIS Program. We look forward to meeting with you in the near future.

## Attachment

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